

**DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES  
OFFICE OF THE DIRECTOR**



**QUESTIONS AND RESPONSES**

**From the  
Emergency Rental Assistance Program  
RFA # DHS-EA-2007  
Pre-Application Conference  
Held: September 22, 2006**

- 1) Do we need to give you an indirect cost and direct cost budget?**
  - a) DHS needs to see the organization's overall budget and how the 10% administrative allowance will be integrated into that budget.
- 2) Does the cost for case management need to come out of the 10%?**
  - a) Yes
- 3) Is the indirect budget based on the total grant amount?**
  - a) The 10% administrative allowance, which includes any indirect costs, is awarded based on your funding request. For example, if you sought a \$1 million award, your administrative fee would be \$100,000 for a total award of \$1.1 million.
- 4) Do you want us to show other funding streams in our budget?**
  - a) Yes.
- 5) What are the mechanisms available to access client records?**
  - a) DHS will develop a tracking system to allow providers to determine if the applicant has applied for and/or received EARP benefits from another grantee.
- 6) Are you going to have a standard intake form?**
  - a) Yes. DHS will provide standard forms that all grantees will use.
- 7) Will this become a paperless system?**
  - a) We intend to have an online system available for the purpose of tracking EARP applicants; however, parts of the program, such as the application, will require paper transactions.

**8) Should the grantee have multiple locations?**

- a) DHS seeks applicants that either currently have multiple locations for service delivery, or have the capacity to partner with other organizations to provide broad geographic coverage.

**9) Please explain your intent of the Case Management component.**

- a) It is DHS' intent to award grants to organizations that can engage in case management as needed to ensure that the circumstances of the emergency have been resolved. This can include both provision of case management by the grantee as well as through referral to partner organizations. If you envision using referrals to other organizations, you need to discuss this in your proposal and demonstrate established relationships with your network providers.

**10) Can you target a specific group or should you be available for everybody?**

- a) We would anticipate that the organization would have the ability to service clients from all target populations identified.

**11) Work plan: The form provided begins with October, but the start date of the program is November.**

- a) The workplan form is a general format which begins at the fiscal year. This program however begins in November so you would begin the workplan in November.

**12) Will DHS have an assigned person on staff to work with grantees to serve as a liaison to the courts to get a stay for clients?**

- a) DHS will work with the successful grantees to facilitate knowledge and referral processes by personnel in the Landlord and Tenant Court.

**13) Will there be any up-front money provided?**

- a) The award will stipulate an advance payment equivalent to one quarter of the award. Grantees will submit monthly invoices which will be paid upon certification. For the last 3-4 months of service, the grantee will use the advance funds to offset expenditures issued.

**14) Is this for Emergency Rental Assistance only or are you considering revising the program to include utility Assistance?**

- a) At this point, we are focusing on rental assistance only. We may make revisions in the future based on availability of funding.

**15) What is the ceiling cap for Emergency Rental Assistance?**

- a) The total payment available to an applicant unit is four thousand two hundred and fifty dollars (\$4250); however, depending on the actual arrearage and the amount available for contribution by the applicant the amount for which the applicant may be eligible could be less than \$4,250.

**16) Can there be considerations made for the need to exceed the assistance cap?**

- a) The rules provide that the maximum benefit may be increased to six thousand dollars (\$6,000) if one or more mitigating factors exist, including a household size of seven (7) or more persons and reasonable alternatives to the existing housing arrangement do not exist; or a member of the household has a physical or mental disability, incapacity or extended illness and the loss of the housing would pose a serious threat to their health or safety.

**17) Will the program include Mortgage Assistance?**

- a) If more money becomes available in the coming years, we may make it available, but it is currently not an eligible expenditure in this program due to funding constraints.

**18) Is there a maximum or minimum award amount?**

- a) No, we are looking for 3 to 4 grantees with the financial capacity to manage this program.

**19) What if a family is in Case Management in Washington, DC and has moved to Maryland and has come back to get Emergency Rental Assistance?**

- a) You must be a D.C. resident in order to receive Emergency Rental Assistance.

**20) Is there a limit to how many times a family can receive Emergency Assistance?**

- a) Yes, Emergency Rental Assistance is limited to once in a twelve (12) month period.

**21) Will different organizations be able to see whether a family is in Case Management or has already received Emergency Assistance from another organization?**

- a) Yes, we are in the process of designing a program tracking system so you can see who has received assistance.

**22) Do you have to be a U.S. citizen?**

- a) No. Under District law, the requirement is only that you be a resident of the District of Columbia.

**23) Can persons within transitional housing or homeless shelters receive Emergency Assistance for first months rent or security deposit?**

- a) Yes, one of the eligibility criteria for Security Deposit and first month's rent is that the person is or will become homeless if assistance is not provided. A resident of one of the District's homeless shelters, including temporary or transitional housing, is considered homeless and therefore could be eligible. However shelters where an escrow account is required as a condition of eligibility that identified money will need to be applied first before these funds are used.

**24) Would you consider Substance Abuse or HIV as a disability?**

- a) If a person with substance abuse or HIV has documentation from a qualified professional that their condition is a disability or if that person participates in a program which conditions its eligibility on the documentation of a disability, then the answer is yes.

**25) Is the grantee required to distribute all of the awarded money during the grant year? If not, will the balance be available to the grantee in the following year?**

- a) DHS anticipates funding to be expended within a fiscal year. New amounts will be awarded in the next fiscal year, subject to appropriated funding.

**26) Are there a minimum number of people that the agency would be required to serve each quarter or each year?**

- a) No, however you should discuss your capacity and how many clients you hope to serve in your application.

**27) If we are the grantee and have grant money available to continue providing rental assistance but reach our Case Management capacity, can we provide the money and refer the client elsewhere for case management? Or must we have the capacity to provide case management to everyone we provide rental assistance to?**

- a) Your proposal needs to demonstrate how you will provide case management to all applicants determined to need case management, which will be those applicants that cannot demonstrate that the circumstances leading to the emergency have been resolved. As discussed under the answer to question 9, you can provide the case management yourself, or through referral to a network of providers that you discuss in your proposal.